

NOTE FOR: D/OL

120 JUL 1987

SUBJECT: Attached Request re Ames

STAT

[redacted] recalls being rather non-committal concerning the ownership of the conference room CRD lusts after. Whatever the case, that space has been reallocated to ORD for expansion in our backfill plan for Ames. I suggest that CRD ask ORD if it would be willing to extend the same courtesy that FBIS did with regard to conference room space.

STAT



STAT

C/RECD

no objection



O-D/L

STAT

pls mark out between CRD/ORD

STAT

RE/A
 87-14335

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Space Requirements, Third Floor of Ames Building

FROM:

C/CRD
322 Ames

EXTENSION

NO.

DATE

8 July 1987

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. EXA/DDA
7D18 HQS

10 JUL 1987

7/10

QX

2. D/OL

John:

I understand that

3.

FMD

talked to

This was a reasonable request. If you agree, I'm sure that CRD could make good use of the conference room. Thanks,

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

~~ADMINISTRATIVE INTERNAL USE ONLY~~

08 JUL 1987

MEMORANDUM FOR : Director, Logistics

VIA: Deputy Director for Administration
Executive Assistant/DDA

FROM: Chief, Classification Review Division

SUBJECT: Space Requirements, Third Floor of Ames Building

1. The Classification Review Division (CRD) is located in offices 322-336 Ames Building. About one-half of the remaining space on the third floor of Ames is currently being vacated by elements of FBIS. One room, Number 304, has been used as a conference room by FBIS. When CRD had a need, FBIS allowed CRD to use this conference room to hold divisional meetings. With the departure of this FBIS component, CRD would like to take over custody of Room 304 Ames to use as a conference room or to conduct other overflow business as required.

2. The classification review work done by CRD requires implementation of a variety of laws, executive orders, regulations, and other directives that requires considerable individual judgment and decision making. Essential in this is that all CRD reviewers arrive at as consistent decisions as possible which means in turn relatively frequent discussions and briefings to keep all members synchronized with requirements. Therefore, the need for a conference room goes beyond just holding weekly divisional staff meetings - and will be used for frequent substantive discussions and to hear invited speakers knowledgeable in the classification review business. Finally, the space will be useful for the physical processing of records which CRD receives in one-foot square cartons, sometimes many cartons in a single delivery.

3. CRD will use the room as it is so no renovations will be necessary. Also, as FBIS made the room available to CRD, so CRD will make it available to other components that have need for a conference room.

4. For the above reasons it is requested that Room 304 Ames Building be placed in the custody of CRD.

STAT



C/CRD

APPROVED:

STAT



Director of Logistics

24 July 1987
Date~~ADMINISTRATIVE INTERNAL USE ONLY~~